

**Wimborne-Valognes Twinning Association  
Constitution – approved at the 2020 AGM  
(including our Privacy Policy)**

**1 The Association is named Wimborne-Valognes Twinning Association or WVTA.**

**2 The aims of the Association are to promote friendship between individuals, families and organisations in or near Wimborne (Dorset) and Valognes (La Manche) and to learn about each other's culture, way of life and environment.**

**3 Membership of the Association shall be open to any individual person or family interested in furthering our aims. Membership may be cancelled by a majority decision of the Committee and it will lapse if a subscription remains unpaid three months after a reminder has been sent to the recorded address of the member.**

**4 Members are entitled to:**

- (a) receive information about the Association's activities**
- (b) benefit from discounts obtainable by virtue of membership of the Association**
- (c) help in arranging exchanges and contacts**
- (d) attend events organised by the Association**
- (e) vote at annual general meetings**

**5 Clubs, associations and groups may apply for affiliated membership. Their members are entitled only to the benefits at (a), (b) and (c) in paragraph 4 unless they are also WVTA individual or family members.**

**6 Management of the Association**

**6.1 The management of the Association shall be vested in a Management Committee (referred to in this Constitution as the Committee) consisting of elected WVTA members.**

**6.2 The Management Committee shall consist of a President, who will normally chair committee meetings, a Secretary, a Treasurer and up to ten other members, all of whom shall be elected in accordance with this Constitution. The committee may also appoint members to fulfil specific functions while not becoming committee members.**

**6.3 The Committee may invite Wimborne Minster Town Council, Wimborne-Ochsenfurt Twinning Association and local schools to nominate a representative on the Committee but they shall not have voting rights.**

**6.4 The Management Committee may co-opt other members for specific purposes, but they will not have voting rights.**

**6.5 Officers and other committee members will be elected by the members at annual general meetings. Each person shall be elected for a period of two years, after which Committee members may offer themselves for re-election or for election to a different office.**

**6.6 A Committee member who has served continuously for four years shall stand down unless re-elected by at least 75% of members gathered at an annual or extraordinary general meeting.**

**6.7 The Committee shall meet as often as its members decide. A quorum shall consist of not less than four elected members.**

**6.8 Each elected Committee member present shall have one vote. In the case of a tied vote, the President shall have a casting vote.**

**6.9 Committee decisions shall be minuted and approved at the following committee meeting. Minutes should be retained for at least 5 years and may be archived for longer at the Committee's discretion.**

**6.10 The Association shall indemnify individual members of the Committee against loss or penalties arising from bona fide actions made on behalf of the Association, provided that the actions were carried out with the agreement of a majority of the Committee.**

**7 Finance**

**7.1 The Committee will decide the level of annual subscriptions for individuals, families and affiliated groups**

**7.2 The Treasurer will pay income into a bank account and keep records of income and expenditure. He or she may retain enough petty cash to pay for minor running expenses, subject to any limit the Committee may impose.**

**7.3 Payments may be authorised by the President or the Treasurer, or by another Committee member if approved by the whole Committee but two authorisations are required for high value payments, the level of which shall be determined by the committee.**

**7.4 The Treasurer shall present an audited financial statement at each AGM**

## **8 Annual General Meetings (AGMs) and Extraordinary General Meetings (EGMs)**

**8.1 An AGM of members will be held within the first sixty days of each calendar year. The Secretary will notify all members in the latest newsletter before the meeting or by other means not less than a month before the meeting date.**

**8.2 Members wishing to propose items for the agenda must notify the Secretary in accordance with any conditions in the notice convening the meeting.**

**8.3 An EGM may be held to discuss an urgent specific matter if decided by the Committee or if at least 51% of the current membership write to the Secretary stating the reason. No business other than the matter at issue shall be transacted at an EGM.**

## **9. Data Protection and privacy policy**

**9.1 WVTA complies with the General Data Protection Regulations, which came into force on 25th May 2018 to protect personal information, that is information that could identify, or is related to the identity of an individual.**

**9.2 When a person expresses an interest in becoming a member of the WVTA they will be asked to complete a membership form and provide their personal information, such as name, e-mail address, telephone number(s) and postal address.**

**9.3 Payment of the annual subscription establishes a contract between the member and the WVTA. We will normally provide regular newsletters by email or, if specially requested, a paper version delivered by hand or post to the given address. In addition, we will notify members by email, post or telephone of the Association's forthcoming activities including town-twinning visits, fundraising events, annual general meetings and other social events.**

**9.4 In order to fulfil our obligations to our members, the Membership Secretary maintains an electronic database of the aforementioned personal information and a record of subscription payments. This file is password controlled and all prudent security measures are in place against outside access. Some of these details will be passed to our twinned association, relevant to twinning visits or hosting visitors to this country.**

**9.5 The membership database is circulated to members of the Association committee. Members' details are used only to fulfil our contractual obligations to our members and to include them in events. In some instances it will be necessary for some members' details to be circulated to other members but personal details are not used for any marketing purposes nor passed to any third party outside the activities of the Association.**

**9.6 The details of any member who does not pay their annual subscription will be deleted from the Membership database within three months from the end of that membership year. Members can view their information, or request it to be removed, at any time.**

**9.7 To ensure the information we hold is accurate and up to date, members need to inform the WVTA of changes to their personal information. This can be done by contacting the Membership Secretary at any time.**

**9.8 This policy may change from time to time and members will be informed if any changes are considered material.**